

MINUTES
STATE BOARD FOR COMMUNITY AND JUNIOR COLLEGES
TELECONFERENCE BOARD MEETING
Friday, June 18, 2010

The regular meeting of the State Board for Community and Junior Colleges (SBCJC) was held at 9:00 a.m. on Friday, June 18, 2010, at the offices of the State Board for Community and Junior Colleges, 3825 Ridgewood Road, Room 507, of the Education and Research Center in Jackson, Mississippi.

Members present: Mr. Bubba Hudspeth, Chairman; Mr. Ed Perry; Mr. Bobby Steinriede; Mr. Bruce Martin; Mr. Max Huey; Ms. Toni Cooley; and Mrs. Patricia Dickens. *Member not present: Mr. Chip Crane.*

SBCJC Staff in attendance: Dr. Eric Clark, Dr. Debra West, Dr. Shawn Mackey, Mr. Jim Hood, Mr. Kell Smith, Mr. Jason Carter, and Mrs. Missy Saxton.

Guests in attendance: Dr. Willis Lott, MS Gulf Coast Community College and MACJC Chairman; Mr. Chuck Rubisoff, Office of the Attorney General; and Dr. Reginald Sykes, Institutions of Higher Learning (IHL).

CALL TO ORDER

Chairman Bubba Hudspeth called the meeting to order at 9:00 a.m. and read the meeting notice for the July 9, 2010, SBCJC Board Meeting.

MEETING NOTICE

The State Board for Community and Junior Colleges board meeting will be held on Friday, July 9, 2010 at 9:00 a.m. at the Beau Rivage Hotel Conference Center. The address is 875 Beach Boulevard, Biloxi, Mississippi, 39530.

PRELIMINARIES

Chairman Hudspeth welcomed all board members and recognized guests. He noted that sufficient notice was provided to conduct a teleconference board meeting, although the teleconference meeting was not necessary as all members were present with the exception of one who was unable to join by telephone.

Mr. Max Huey provided the Invocation.

Approval of May 20 and 21, 2010 Meeting Minutes

In a motion made by Mrs. Patricia Dickens and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the minutes of the May 20 and 21, 2010, SBCJC board meetings.

Approval of Agenda

In a motion made by Ms. Toni Cooley and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** for approval of the day's agenda.

REPORTS/ACTIONS

Executive Director's Report

Dr. Clark began his report by welcoming all Board Members. He announced that Mrs. Deborah Gilbert was out of the office and Mr. Jason Carter would provide the Finance Agenda on her behalf. He told all in attendance that Mr. Ray Smith's absence was due to his father's death on Friday, June 11, 2010. Dr. Clark reported that Ray's father, First Sergeant (retired) Eddie Smith, was an American hero, having served our country in World War II, the Korean War and the Vietnam War.

Dr. Clark asked Mr. Chuck Rubisoff to address Ms. Cooley's status as a board member. Mr. Rubisoff reported that Ms. Cooley was appointed to the SBCJC by Governor Barbour in December 2009. Her appointment was not sent to the Senate to be confirmed, therefore causing a question to be raised regarding her position. Mr. Rubisoff researched the issue and found that when an appointment is made by the Governor, which is not submitted to the Senate for confirmation, that appointee has color of title to the office and color of authority to the office and is a de facto officer. Under the common law and current statutes, the acts of a de facto officer are valid acts. A de facto member has full authority to vote, make motions, and make a second to a motion, etc. Mr. Rubisoff suggested that a letter be sent to the Senate as the Legislative Session draws near for 2011.

Dr. Clark attended a Momentum Mississippi meeting and gave a letter to Governor Barbour stating that we currently have eight board members and the appointments of two more board members would be appreciated.

Dr. Clark reported that he has talked with Dr. Howell Garner regarding the establishment of a possible workforce memorial award in memory of former Chairman George Walker. The award could possibly be presented to a college or industry that performs outstanding workforce training. Dr. Clark said discussions will continue until a decision is reached and he would present that to the Board.

Toyota announced it will open a manufacturing plant in Blue Springs, MS in the fall of 2011. Approximately 2,000 workers should be employed. The facility is reportedly going to produce Toyota Corollas. This is very good news for that area of the state as spillover businesses will be established to support the manufacturing plant.

Dr. Clark said he had a conversation with board member Mr. Bruce Martin, about the funds from BP gas company for clean-up efforts on the Mississippi Gulf Coast. Mr. Martin wanted to know about the CJC's involvement and suggested the CJC's become involved if they weren't already.

Dr. Clark asked Dr. Debra West to provide more details on the efforts of the community colleges currently providing training. Dr. West reported that training has begun for volunteers, contractors, potential employees, boat owners, captains, and crew accepted into the Vessels of Opportunity Program (VOP), which is a BP program focused on cleaning up the spill. Some colleges have hosted informational seminars. The current training courses being taught are: BP Level I Basic Safety Training for Volunteers, BP Level I, II, and III OSHA approved Oil Spill Response Training for contractors and individuals interested in obtaining employment with contractors, BP Level III OSHA approved Oil Spill Response Training for boat owners, captains and crew accepted into the VOP, BP training for individuals interested in participating in the VOP program, as well as safety training and hazardous materials handling training. MGCCC reported they had trained 4,680 individuals. PRCC has trained 1,000. SMCC has just started in their training and did not have numbers to report yet. Dr. West said there is a significant amount of training taking place on the Gulf Coast.

Dr. Clark referred members to **Exhibit A**, which is a current and proposed diagram of the agency organizational chart. Dr. Clark is requesting to modify the org chart to show the movement of the Director of Monitoring and the Program Specialist, Monitoring and eLearning, from reporting to the Associate Executive Director for Academic Affairs, to those two positions reporting to the Assistant Executive Director for Research and Planning. This move will fine tune the enrollment audit process.

In a motion made by Mr. Ed Perry and seconded by Mr. Max Huey, the SBCJC Board **voted unanimously** to approve the movement of the Director of Monitoring and the Program Specialist, Monitoring and eLearning, from reporting to the Associate Executive Director for Academic Affairs, to those two positions reporting to the Assistant Executive Director for Research and Planning.

Dr. Clark reported that Dr. Hank Bounds is not going to go through with the proposed four-day work week for employees in the IHL building.

Dr. Clark discussed ARRA funds. The CJC ARRA money comes from Governor Barbour's discretionary funds. He and the presidents spoke with Governor Haley Barbour via conference call during the MACJC Legislative Workshop regarding ARRA funds. Governor Barbour agreed to give \$9.8 million in ARRA funds to CJC's in fiscal year 2011 with the possibility of more funds to come later. Two-thirds of the \$9.8 million ARRA funds will be given to the CJC's in July 2010 and the remaining one-third will be given in January 2011. There is the possibility of another \$5.6 million to be given to CJC's later.

Dr. Clark reported the State has been awarded \$7.6 million grant from the federal government for the statewide longitudinal data system. Dr. West is the point person for this grant and she will provide more information in her report.

On May 26, 2010, the State Health Insurance Board, of which Dr. Clark is a member, voted on the proposed increase of state employees health insurance premiums, to be effective July 1, 2010. The proposed increase to employees would be a 4.2 percent increase and for retirees the increase would be 15 percent. The motion passed with the effective date of January 1, 2011.

At the MACJC Legislative Workshop held June 6-9, 2010, the presidents unanimously endorsed the proposed name change from the State Board for Community and Junior Colleges to the Mississippi Community College Board.

Dr. Clark reported on Education Achievement Council (EAC). This council is a follow up to the Graduation Rate Task Force. The first meeting is scheduled for June 23, 2010. The goal of the EAC is to increase education attainment and population by 2025. The EAC will include six members of the community college system: Mr. Bubba Hudspeth, Mrs. Patricia Dickens, Dr. Glenn Boyce, Dr. Jesse Smith, Dr. Ronnie Nettles, and Dr. Clark.

Dr. Clark distributed a brochure to board members created by IHL that explains how easy it is to transfer from one of our community colleges to one of our four-year universities.

The Mississippi Community College Foundation Leadership Academy, led by Dr. Howell Garner, will begin its second class on Sunday, June 27. Dr. Clark has been invited to speak to the students in the academy Sunday night. Chairman Hudspeth, Mr. Huey, and Mr. Martin have been invited to speak to the students about the role of the SBCJC in a panel discussion on June 30.

The MACJC Trustees Conference will be held Friday, July 9th and Saturday, July 10th at the Beau Rivage in Biloxi. Our July monthly board meeting will be held Friday, July 9th at the Beau Rivage also.

Dr. Clark called on Mrs. Missy Saxton to speak about presenting our monthly board reports in electronic form. Mrs. Saxton asked board members to consider allowing SBCJC staff to present their board reports electronically at the monthly board meetings. This will be a cost savings to the agency. She explained all board members will still be able to see the reports by viewing the information on the laptop and projector screen. Information is currently distributed to board members before meetings via email. Hard copies will be provided to any board member who requests information. She reported there will always be a hard copy of all documents and exhibits used for each meeting, as required by statute. She asked board members for their feedback.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to allow SBCJC Staff members to present their board reports, information and exhibits electronically.

Dr. Clark concluded his report.

MACJC Report

Dr. Willis Lott, Chairman of the MACJC, began his report by thanking Chairman Hudspeth and SBCJC staff for attending the MACJC Legislative Workshop in Biloxi, June 6-9, 2010. Dr. Lott reported that the MACJC agreed upon three initiatives for their 2011 Legislative agenda: Mid-level Funding, Drop Out Recovery and State Bond funds to expand and renovate facilities. He reported that statewide, CJC enrollment is up approximately 15 percent. Summer enrollment is varying from a 20 to 30 percent increase over last summer. Applications for admission are running 15 to 20 percent up from this time last year. Started with 84,995 students last year. It is possible that CJC enrollment will see more than 90,000 students enrolled. Dr. Lott provided a report for MGCCC students transferring to University of Southern Mississippi.

Dr. Lott expressed thanks to Dr. Reginald Sykes of IHL for volunteering one Saturday a month at the Mississippi Sports Hall of Fame as a host. Dr. Sykes made Dr. Lott aware that the space in the Hall of Fame dedicated to the MS CJC system will be expanded to a whole wall and will provide information and memorabilia for the CJC national championships teams over the years to be recognized. Dr. Lott will ask that the All-Americans be recognized also.

The MGCCC Board of Trustees has formed a Presidential search committee to begin the search for the next president of MGCCC. It is possible that the MGCCC BOT will name their next president at the July 2010 board meeting and the person chosen will have the opportunity to work alongside Dr. Lott for eleven months before Dr. Lott retires next year.

Dr. Lott reported that Dr. Scott Elliott will become the chairman of the MACJC on July 1, 2010. He concluded his report.

Chairman Hudspeth, Mr. Huey, Mrs. Dickens and Dr. Sykes all expressed appreciation to Dr. Lott for his service to MGCCC and the MACJC. All in attendance gave Dr. Lott a round of applause.

Career and Technical Education Report

Dr. Shawn Mackey, Associate Executive Director for Workforce and Career and Technical Education, presented information pertaining to Workforce, Career and Technical Education and Grants & related activities.

Dr. Mackey presented **Exhibits B1, B2 and B3**, which are New Program requests. These requests have been researched to make sure these programs meet the qualifications of high demand; high skill and high wage employment in the particular areas served by the colleges, as well as meet a need for opportunities of employment. Pearl River Community College is requesting a certificate option in Construction Equipment Operation; MS Delta Community

College is requesting a certificate option in Field Crops; and MS Gulf Coast Community College is requesting an Association of Applied Science degree in Instrumentation Technology.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the three New Program requests for the following colleges and programs: Pearl River Community College, Construction Equipment Operation certificate; MS Delta Community College, Field Crops certificate; and MS Gulf Coast Community College, Instrumentation Technology Associates degree.

Dr. Mackey asked to move past Exhibit C1 and come back to it as it is a lengthy document.

Workforce Report

Dr. Mackey provided the standard workforce report, **Exhibit C2**. He also presented the WET Fund report, **Exhibit C3**. These reports are for information only and do not require approval.

Grants and Related Activities Report

Dr. Mackey presented **Exhibit D1**, the data for the number of Career Readiness Certificates (CRC's) issued to-date, as well as the Grants report, **Exhibit D2**. These are for information only.

Dr. Mackey asked board members to view **Exhibit C1** on the projection screen. **Exhibit C1** is the FY 2011 Workforce Policy Manual Revisions that were compiled, discussed and voted upon by members of the Workforce Directors group. Dr. Mackey reviewed the deletions, additions and changes with board members. He requested approval from the board to have the FY 2011 Workforce Policy Manual Revisions filed with the Secretary of State's office in accordance with the Administrative Procedure Act (APA) review.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to submit the FY 2011 Workforce Policy Manual Revisions to the Secretary of State's Office for APA review.

Chairman Hudspeth called for a recess at 10:15 a.m. and reconvened the meeting at 10:25 a.m.

Academic Affairs Report

Dr. Fiona Qualls, Associate Executive Director for Academic Affairs, was attending the Academic Deans' meeting at Northeast Community College. Dr. West will provide the report for Dr. Qualls later in the meeting.

Technology Report

Mr. Ray Smith, Assistant Executive Director for Information Technology, was unable to attend the board meeting, therefore there was no report.

Research and Planning Report

Mr. Jim Hood reported that summer enrollment statewide is up 29 percent from last year's summer enrollment. The Summer Data Reporting meeting was held June 3 and 4 in the MS Public Broadcasting auditorium. Mr. Hood reported that he will work with Dr. Glenn Boyce in developing performance indicators for the CJC system. Mr. Hood is in the process of finalizing the fall 2009 data and reported that the spring audit should begin in a few weeks. In looking at four-year university enrollment versus community college enrollment, one out of five or approximately 20 percent of the four-year colleges' undergraduates come from a community college. Mr. Hood concluded his report.

Deputy Executive Director Report

Dr. Debra West began her report by referring board members to Exhibit E, the Commission on Proprietary Schools and College Registration report. There are 43 schools registered with the CPSCR. That consists of 32 in-state schools and 11 out-of-state schools.

Dr. West reported that we received word in May that Mississippi had been awarded a \$7.6 million statewide longitudinal data system (SLDS) grant by the federal government. We were one of 17 states to receive one of these grants. The SLDS grant is important to the state in many ways, one of which is that many of the other federal grants list an SLDS as a requirement for eligible applicants.

The initial grant request was for \$11 million. All awardees received \$1 million less than their original grant request, and as a result of some issues with the implementation of a previous (FY 09) LDS grant that had been awarded to MDE, Mississippi's request was cut an additional \$2.4 million. The SBCJC had requested approximately \$750,000 for infrastructure improvements and \$264,000 for our colleges to provide training on the use of the system. We are participating in the Statewide Implementation Committee to evaluate how each of the partner entities' requests (MDE, SBCJC, IHL, NSPARc, and ITS) will be impacted by the award reduction. As stipulated by the RFP, MDE will serve as the fiscal agent for this new grant. However, new leadership is in place to ensure that grant objectives from both the FY 09 grant and this latest grant are met.

Dr. West concluded her report.

Finance Report

Mr. Jason Carter presented the Finance report and referred SBCJC members to the Finance agenda tab.

Attachment 1 is the approval request for the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,499,446.83 and Fund 4110 in the amount of \$80,236.88, totaling \$2,579,683.71, effective June 30, 2010.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC Board **voted unanimously** to approve the Education Enhancement Fund Disbursements out of Fund 4080 in the amount of \$2,499,446.83 and Fund 4110 in the amount of \$80,236.88, totaling \$2,579,683.71, effective June 30, 2010.

Attachment 2 is an update on Education Enhancement Fund Reductions. This is for informational purposes only.

Attachments 3a and 3b are Financial Statements for General Fund 2291 and Special Funds as of May 31, 2010. These are for informational purposes only and do not require approval.

Attachment 4 is the approval request for a contract with Copiah-Lincoln Community College and Mississippi Electronic Libraries Online (MELO) in the amount of \$105,000.00. The purpose of the contract is to provide online library services for MSVCC for the period of July 1, 2010 through June 30, 2011.

In a motion made by Mr. Max Huey and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the contract with Copiah-Lincoln Community College and Mississippi Electronic Libraries Online (MELO) in the amount of \$105,000.00 for the period of July 1, 2010, through June 30, 2011.

Attachment 5 is the approval request for the July 2010, FY 2011 General Fund Disbursements in Fund 2298 in the amount of \$44,454,304.00.

In a motion made by Mr. Max Huey and seconded by Mr. Bobby Steinriede, the SBCJC Board **voted unanimously** to approve the July 2010, FY 2011 General Fund Disbursements in Fund 2298 in the amount of \$44,454,304.00.

Attachments 6a and 6b are the approval requests for the FY 2012 Support Budget Request and the Administration Budget Request. Both of these requests will require separate approval.

In a motion made by Mr. Ed Perry and seconded by Mrs. Patricia Dickens, the SBCJC Board **voted unanimously** to approve the FY 2012 Support Budget request.

In a motion made by Ms. Toni Cooley and seconded by Mr. Ed Perry, the SBCJC Board **voted unanimously** to approve the FY 2012 Administration budget request.

Other Business

Mr. Carter reported that he and Dr. Mackey discovered there had been a miscommunication from the MS Department of Education with regard to a cut in Career and Technical Educational funding in the amount of \$311,000.00. This was discovered as schools were trying to close out projects for the fiscal year. Once that was plugged into the CTE formula, it had a negative effect, especially on Hinds and MGCCC, which are the two largest schools. Dr. Clark instructed Mr. Carter and Dr. Mackey to look for a way to help plug the gap so that the colleges would not take such a large hit. They were able to do that with approximately \$140,000.00 in carry-over funds and funds that were not expended this year due to position vacancies. It is possible that the money could be restored at some point. If this happens, it will be plugged into CTE formula for next year.

Mr. Carter concluded his report.

The **Teleconference Meeting Notice** does not require action and will be included in the minutes as **Exhibit F**.

Election of Vice Chairman

Chairman Hudspeth opened the floor for nominations for the office of Vice Chairman due to the vacancy created by the death of Mr. George Walker. Mr. Bruce Martin nominated Mrs. Patricia Dickens. Ms. Toni Cooley provided the second. There were no more nominations.

In a motion made by Mr. Ed Perry and seconded by Ms. Toni Cooley, the SBCJC **voted unanimously** to accept Mrs. Patricia Dickens as Vice Chairman by acclamation, both for the remainder of fiscal year 2010 and for all of fiscal year 2011. Vice Chairman Dickens' term begins immediately and will continue until June 30, 2011.

Travel Authorizations

Chairman Hudspeth asked for requests to authorize travel reimbursements for events other than regularly scheduled Board Meetings. Mr. Max Huey, Mr. Bruce Martin and Chairman Hudspeth will be speaking at the MS Community College Foundation Leadership Academy on June 30, 2010, at Eagle Ridge Conference Center in Raymond, MS. All board members are invited to attend the July 9th SBCJC board meeting at the Beau Rivage in Biloxi, Mississippi and are also invited to the MACJC Trustees Conference to be held Friday, July 9th and Saturday, July 10, 2010. Chairman Hudspeth and Vice Chairman Dickens will be attending the Educational Achievement Council meeting on June 23, 2010. Chairman Hudspeth attended the MACJC Legislative Workshop June 6-9, 2010.

In a motion made by Ms. Toni Cooley and seconded by Mr. Ed Perry, the SBCJC Board **voted unanimously** to approve the travel request reimbursements of Mr. Max Huey, Mr. Bruce Martin

and Chairman Hudspeth to speak to the MCCF Leadership Academy on June 30, 2010 at Eagle Ridge Conference Center in Raymond; all board members travel for the SBCJC Board meeting on July 9th in Biloxi; all board members travel for the MACJC Trustees Conference in Biloxi on July 9 and 10, 2010; Chairman Hudspeth and Vice Chairman Dickens travel to the Educational Achievement Council meeting on June 23, 2010; and Chairman Hudspeth's travel to the MACJC Legislative Workshop June 6-9, 2010 in Biloxi.

OTHER BUSINESS


ADJOURNMENT

There being no other business, Chairman Hudspeth adjourned the meeting at 11:00 a.m.

Recorded by:


Missy Saxton, Executive Assistant

Approved by:


Mr. Bubba Hudspeth, Chairman


Dr. Eric Clark, Executive Director

Exhibits:

Executive Director
Career & Technical Education
Workforce
Grants/CRC Report
Academic Affairs
Technology
Research & Planning
Dr. West
Meeting Notice
Finance Report
Dr. Clark's Handouts & News Articles

Exhibit A
Exhibits B1, B2 & B3
Exhibits C1, C2 & C3
Exhibits D1 & D2
Exhibit E
No Exhibit
No Exhibit
No Exhibit
Exhibit F
Separate Agenda